



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

opi.mt.gov

Provider's Application to offer Renewal Units for Professional Development Activities

When Is Approval Required?

Approval is required when an organization wishes to offer licensed Montana educators "credit" for attending professional development activities containing meaningful content and appropriate to the license and endorsements of the license holder.

If you plan to offer multiple events appropriate for renewal unit credit, please review the "Annual Provider" information at www.opi.mt.gov.

SECTION I: Provider Information

Last Name	First Name	Name of Organization		
Mailing Address (Street, RFD, PO Box)		City	State	ZIP
E-Mail Address	Phone	Fax	Organization's website:	

SECTION II: Course, Conference, Workshop, Seminar or Event Information

A brochure, agenda or other material must be attached, detailing length of sessions, meal breaks and course content.

Title	Date of Activity	City/State
Number of Renewal Units Requested	Location of Activity (e.g., hotel or college campus)	

◆ 1 hour of attendance = 1 renewal unit ◆ 1.5 hours = 1 renewal unit ◆ 1.75 hours = 2 renewal units ◆

SECTION III: Checklist

Have you:

- ☐ Completed all information on this form?
Incomplete applications or inadequate documentation of the event will be returned without action.
- ☐ Enclosed a detailed agenda outlining the length of sessions and describing the course content?

SECTION IV: Instructions

Requests for pre approval must be received by OPI a minimum of seven (7) business days prior to the beginning of the event.

Step 1: Return the completed application and attachments to:	Step 2: Receive approval letter	Step 3: After the event is complete:
Office of Public Instruction Attn: Educator Licensure PO Box 202501 Helena, MT 59620-2501	You are not authorized to offer renewal units for your activity unless you have received: <ul style="list-style-type: none">• An approval letter,• The official OPI Renewal Unit Certificate and• The Completion Report.	Complete the "Single Event Approval Report" and return it and a list of attendees to OPI.

SECTION V: Contact us

Telephone: (406) 444-3150	Email: cert@mt.gov
Fax: (406) 444-0743	Web: www.opi.mt.gov/cert